



AUTOMOTIVE TECHNICIAN II

Department of California Highway Patrol
Department of Forestry and Fire Protection



OPEN STATEWIDE EXAMINATION

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Note: This is an open statewide examination administered by the California Highway Patrol and Forestry and Fire Protection, for all state agencies.

FINAL FILING DATE

February 19, 2021

Applications (STD 678, Examination / Employment Application, Rev. 7-19 or later) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

HOW TO APPLY

NOTE: Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the United States Postal Service, are not considered Postmark dates for the purpose of determining timely filing of an application. It is not recommended to use tracking postcard PS Form 3811, Domestic Return Receipt, as this may cause a delay in the processing of your application. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked.

Submit applications by mail to:

California Highway Patrol
Selection Standards and Examinations Section
P. O. Box 942898
Sacramento, CA 94298-0001

OR applications may be hand delivered during regular business hours (8:00 a.m. to 5:00 p.m.) to the following location:

California Highway Patrol
Selection Standards and Examinations Section
601 North 7th Street
Sacramento, CA 95811

NOTE: Submission of the Criminal Record Supplemental Questionnaire is not required with applications for examination.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) OR TO A LOCAL CALIFORNIA HIGHWAY PATROL OFFICE. AT THIS TIME, THE CALIFORNIA HIGHWAY PATROL DOES NOT ACCEPT APPLICATIONS FOR EXAMINATIONS ONLINE.

FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. APPLICATIONS POSTMARKED, RECEIVED VIA INTER-OFFICE MAIL, OR PERSONALLY DELIVERED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED.

NOTE: All application (STD. 678) forms must include: employment history "from" and "to" dates (month/day/year); hours per week; title/job classification; and duties performed. Application (STD. 678) forms received without this information will be rejected. Resumes or other documents will not be accepted in lieu of a completed application (STD. 678) form.

SPECIAL TESTING ARRANGEMENTS

Applicants with a disability who are requesting special testing arrangements shall mark the appropriate box in item number 10 on the application. Applicants will be contacted regarding specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

WRITTEN TEST DATE

March 27, 2021

CONTACT INFORMATION

Examination Services: (916) 843-3820

SALARY RANGE

\$3,777 - \$4,780

NOTE: Effective July 1, 2020, state employees are subject to wage reductions in exchange for Personal Leave Program (PLP) accruals. The salary reflected above does not represent this wage reduction. The specific rate and hours earned was negotiated and agreed upon by each

bargaining unit. This information can be reviewed at <https://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx>.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ELIGIBLE LIST INFORMATION

An open statewide eligible list will be established for use by all state departments. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.

Competitors may retest after 12 months.

This is an open examination. Career credits do not apply.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the experience and/or education requirements for this examination by the written test date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

In the California state service, one year of experience performing the duties of an Automotive Technician I. (Promotional candidates who are within six months of satisfying the experience requirement of this classification will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or II

Three years of experience in maintenance of motor vehicles either: (a) in a major vehicle repair facility; (b) an automobile agency; or (c) a garage. Experience shall have included at least one year scheduling the servicing of vehicles, or experience in the installation, adjustment, or repair of specialized automotive electrical accessories or equipment. (College or trade school education in automotive mechanics or automotive engineering may be substituted for the required general experience on a year-for-year basis.)

NOTE: If substituting required general experience with education, applications must include the following: course title; number of semester or quarter credits granted; name of institution; and the completion date.

DRUG TESTING REQUIREMENT

Applicants for Automotive Technician II positions are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a designated "sensitive" classification for which drug testing is required under California Code of Regulations, Section 213.)

SPECIAL REQUIREMENTS

Possession of a valid California driver license of the appropriate classification issued by the Department of Motor Vehicles; and evidence of satisfactory arrest and driving records. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of headlamp and brake adjustment certificates. Possession of a motor vehicle pollution control device installer's license.

THE POSITION

This is the lead and advanced journey person level. Incumbents perform in one of the following work settings: (1) act as lead person to oversee the work of two or more journeypersons and subordinates in maintaining a large fleet of vehicles; (2) maintain a fleet of vehicles; perform preventative maintenance; schedule and verify maintenance and repair; make mechanical and electrical repairs and adjustments; diagnose and inspect motor vehicles and accessories for needed repairs; secure and maintain both manual and computer records on maintenance and servicing of a fleet of vehicles; arrange for disposal of hazardous materials; interpret repair manuals and related materials; maintain tools and equipment; order and maintain inventory of automotive parts and supplies; or (3) oversee equipment installation including the assembly, installation, removal, and repair of special enforcement and emergency equipment on motor vehicles; recondition used vehicles; and perform the more complex installation functions including fabrication of new equipment installation techniques. Successful performance of many of the duties performed by this class require incumbents to crawl underneath a vehicle/down under the dashboard/into the trunk; lift and carry tires up to 60 pounds in weight; and work in varying, and sometimes extreme, temperatures.

EXAMINATION INFORMATION

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained. **Competitors who do not appear for the written test will be disqualified.**

Scope:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

- Automotive equipment terminology and parts used in automotive maintenance and repair, how they interact, and where they are located.
- Preventative maintenance and repair procedures.
- Service requirements of motor vehicles.
- Record-keeping procedures.
- Components of a vehicle, how they work and their interrelationships, and where they are located.
- Safe use of a large variety of electric and air-powered tools and their accessories, such as electric drill motors, air-powered impact wrenches, and various small hand tools.
- Proper size and type of wiring terminal or connector when making electrical connections.
- Proper hardware needed to mount various pieces and specialty equipment.
- Tools, equipment, and methods used in testing and repairing automotive equipment and automotive accessories.
- Safety equipment and procedures for hazardous materials.

Ability to:

- Maintain both manual and computer records.
- Make accurate arithmetical computations.
- Establish and maintain cooperative relationships with those contacted in the work.
- Demonstrate skill in the operation and maintenance of motor vehicles.
- Diagnose automotive equipment malfunctions and make or order necessary repairs.
- Read automotive repair manuals, charts, invoices, and other related materials.
- Analyze situations accurately and take effective action.
- Project and evaluate cost effectiveness of maintenance and repair work.

- Work independently.
- Follow directions.
- Effectively communicate verbally and in writing.
- Operate tools and equipment used to diagnose and properly maintain a fleet of vehicles.
- Locate and secure repair-maintenance services of outside agencies that can perform the work which exceed the capabilities of your shop or are more efficient.

VETERANS' PREFERENCE

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HIRING INFORMATION

Background Investigation: The California Highway Patrol conducts a background investigation to determine the competitor's suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the Examination/Employment Application (STD. 678, Rev. 7-19 or later), which is completed prior to the examination. You may be requested to divulge conviction history on the background investigation form that is not required of you when completing the STD. 678. Fingerprints of competitors are also taken as part of the background investigation.

Medical Examination: The California Highway Patrol requires a medical examination be conducted of applicants for positions in this classification by a licensed physician to determine the competitor's suitability for employment. The medical examination ensures competitors are free from any medical condition that might adversely affect job performance.

GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Selection Standards and Examinations Section, Examination Services, at (916) 843-3820, three days prior to the written test date if a notice has not been received.

Applications (STD. 678, Rev. 7-19 or later) for open and promotional examinations are available from the California Highway Patrol, Forestry and Fire Protection, local offices of the Employment Development Department, CalHR, and the CalHR Web site at www.jobs.ca.gov.

Applicants who meet the requirements stated on this bulletin may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The California Highway Patrol reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) An entrance examination is defined, under the law, as any open competitive examination; and 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by CalHR. Directions to apply for Veterans' Preference are on the Veterans' Preference for Examinations form (CalHR 1093), which is available at www.jobs.ca.gov/calhrpublic/landing/jobs/veteransinformation.aspx, from written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The California Relay Service enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929, if you do not have a TDD, 1-800-735-2922.